

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

FORM FOR INTERNATIONAL TRAVEL*

- 1 Project No.:
- 2 Name and department of Principal Investigator:
- 3 Sponsor:
- 4 Project title:
- 5 Name and designation of travelling person(s)
- 6 (a) Itinerary of the travel along with date and duration:
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- (b) Purpose of visit :
- 7 Estimated Expenditure
- (a) Travel Expenditure:
- i. Road/Rail Fare: Rs. Air fare Rs.
- ii. Local journey Rs.
- (b) Per Diem:
- (i) Daily allowance @ for days =Rs.
- (ii) Hotel accommodation @ for.....days = Rs.
- (c) Visa and assistance fees(Rs): Travel insurance Rs :
- (d) Miscellaneous expenses (registration, telephone/internet etc) Rs.
- Total: Rs.**
- 8 Advance in the name of: Empl. No.
- of Rs.

Signature of applicant for advance

Recommended

Signature of P.I. (with date)

- *1. If sponsor has specified any specific condition(s) for travel under the project that shall be followed.
2. To be attached by each travelling person with the respective TA bill form(s)

SRIC Office, IIT Roorkee

Approved /Not Approved

Supdt. (SRIC – Admn./ A/c)

AR (SRIC-Admn.)

Assoc. Dean (SRIC) / Dean (SRIC)

Copy to: 1. Principal Investigator

2. AR SRIC A/c

Certified that the visit has been undertaken with ex India leave duly approved by the competent authority.

Signature and name of travelling person (with date)